



City of Seattle
Department of Planning and Development
Applicant Services Center
www.seattle.gov/dpd

**Multi Family
Drop-Off Submittal**

**Screening & Submittal
Checklist**
INDEX 4

700 Fifth Avenue, Suite 2000
P. O Box 34019
Seattle, WA 98124-4019
Phone: (206) 684-8850
Hours: M/W/F, 7:30am-5:30pm; T/Th, 10:30am-5:30pm

TO BE COMPLETED BY THE APPLICANT (Please Print)

Project Number: _____ MT Number _____ Date: _____
Project/Site Address: _____
Applicant Name: _____ Phone No.: _____
Contact Name: _____ Phone No.: _____
e-mail Address: _____

THIS CHECKLIST HAS BEEN PROVIDED TO ASSIST THE APPLICANT IN PREPARING A COMPLETE APPLICATION. COMPLETE APPLICATIONS CAN BE PROCESSED AND REVIEWED MORE EFFICIENTLY. PLEASE READ AND SIGN THE STATEMENT BELOW.

I verify that I am submitting all of the required submittal materials and I acknowledge that failure to submit or meet all of these requirements will jeopardize my ability to use the "Drop-Off Submittal Process". I also acknowledge that failure to meet these requirements will result in an "Unprepared" rating against by CPA rating. Finally, I understand that a submittal not in compliance with the above will result in the project being returned to the undersigned applicant as "APPLICATION NOT COMPLETE". Fees paid with this "Drop-Off" do not ensure an application but will be applied toward the "complete application" for this project when it is accepted as either a drop-off or latter as part of an appointment.

Applicant Signature (Required): _____ Date: _____

~ PLEASE REFER TO THE STANDARDS FOR FURTHER CLARIFICATION ~

LAND USE CONSIDERATIONS:

Yes	No		Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Project is exempt from SEPA, ECA, Shoreline, Design Review	<input type="checkbox"/>	<input type="checkbox"/>	Using sloping lot height bonus
<input type="checkbox"/>	<input type="checkbox"/>	Plan on applying for Unit Lot Subdivision	<input type="checkbox"/>	<input type="checkbox"/>	Administrative design review under Project No. _____

CONSTRUCTION CONSIDERATIONS:

<input type="checkbox"/>	<input type="checkbox"/>	Cut of 10 feet or greater	<input type="checkbox"/>	<input type="checkbox"/>	Sprinkler or 2-hour separation required
<input type="checkbox"/>	<input type="checkbox"/>	Accessible units required			

*Multi Family Projects 3 stories or less of conventional wood frame construction, without structural irregularities.

TYPE OF PLANS TO BE SUBMITTED:

Req	Prov		Req	Prov	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Coversheet for each set of plans	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Architectural & Structural Notes
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Land Use Notes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Plot / Site Plan
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Building ID Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Licensed Survey
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Topographic survey with 2' contours (required if within 2' of height limit or using sloping lot height bonus)O	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Floor Plan(s)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Framing Plan(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Elevation(s)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Civil drainage and stormwater control plan (if disturbance >5,000 sq. ft.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Foundation Plan(s)
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	Building cross sections
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	Shoring plans and details

ADDITIONAL SUBMITTALS:

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pre-application Site Visit Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Gravity Loads Calculations
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lateral calculations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Target UA or system analysis if not using prescriptive energy compliance path
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Request for Water Availability Certificate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Financial Responsibility Form
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Construction Stormwater Control Checklist (if disturbance <5,000 sq. ft.)	<input type="checkbox"/>	<input type="checkbox"/>	Copy of recorded Short Plat/LBA
<input type="checkbox"/>	<input type="checkbox"/>	No Protest Agreement (Covenant Consenting to Formation of a Local Improvement District)	<input type="checkbox"/>	<input type="checkbox"/>	Legal Building Site Letter
<input type="checkbox"/>	<input type="checkbox"/>	Special Inspection Form	<input type="checkbox"/>	<input type="checkbox"/>	Construction Agreement or Temporary Shoring
<input type="checkbox"/>	<input type="checkbox"/>	Copy of Design Review Determinations	<input type="checkbox"/>	<input type="checkbox"/>	Soils report
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	Estimated Application Fee Worksheet(s)

NUMBER OF PLANS REQUIRED:

<input checked="" type="checkbox"/>	<input type="checkbox"/>	4 sets	<input type="checkbox"/>	<input type="checkbox"/>	Extra Plot/Site plan for Seattle Transportation if street improvements
-------------------------------------	--------------------------	--------	--------------------------	--------------------------	---

*Multi Family Projects 3 stories or less of conventional wood frame construction, without structural irregularities.